

Judicial Administration Committee
Judicial Conference of Indiana

Minutes
November 8, 2002

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, November 8, 2002, from 10:00 a.m. – 3:00 p.m.

1. Members present. Roland W. Chamblee, Steven M. Fleece, Karen M. Love, Judith S. Proffitt, Michael A. Shurn, and Frances C. Gull, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Guests present. Judge Paul D. Mathias; Judge Steven R. Nation; Tom Jones, Ron Miller, John Newman, and Kurt Snyder, State Court Administrator's Office; and Ben Balke, Computer Associates were also present.
4. Minutes approved. The meeting minutes for the committee on October 11, 2002 were approved.
5. Indiana Case Management System.
 - a. Judge Mathias gave the background of the Judicial Technology and Automation Project and the case management system under development. He said it would be much more integrated than any existing system. He said forms and procedures must be standardized for this system to work well.
 - b. Ben Balke presented an overview of the case management system components. Committee members discussed various components of the system.
 - c. Judge Gull reported Judge Nation's subcommittee (including Judge Harcourt and Judge Streigel) of the Records Management Committee is focusing on forms for this new system.
 - d. The Judicial Administration Committee members agreed by consensus to develop standard CCS entry types and subtypes. They agreed to prepare for each case type an entry for the eleven (11) judicial actions developed for the weighted caseload system or state the action does not exist on this case type. The committee also agreed to identify subtype actions. In addition, the committee agreed to identify other entities that require actions for a CCS entry. For example, the action (one of 11 from the weighted caseload study) might be a prejudgment hearing. The "subtype" would be a motion in limine hearing in a criminal case, or the action would be prejudgment hearing and "subtype" would be setting temporary support in a domestic relations case. The following members agreed to review types of judicial actions and prepare a list subtypes in the following areas:

Judge Chamblee	Misdemeanors; B,C and D felonies
Judge Eldred	
Judge Fleece	D felony, Infraction and Ordinance Violations
Judge Gull	Capital Murder, Murder, A felony
Judge Horn	Probate, including Estates and Guardianship and Trusts
Judge Love	Small Claims and Civil Collections
Judge Murray	PCR
Judge Pratt	PCR

Judge Proffitt	Mortgage Foreclosures, Domestic Relations, Adoptions and Paternity
Judge Shurn	CHINS, Crime Delinquents, Status Delinquents, Juvenile Miscellaneous, and Terminations
Judge Snow	Civil Plenary and Civil Tort
Judge Welch	Protection Orders

Within each case type, the judge will determine which of the following eleven (11) judicial actions from the weighted caseload study should be included: (1) PreJudgment Hearings (2) Preparation for Hearing or Trial (3) Plea/ Admission (4) Bench Trial/Settlement Conf. Resulting in Judgment (5) Jury Trial (6) Opinions/Orders (7) Sentencing/Dispositions (8) Post Judgment Hearings (9) Community Transition (10) Research (11) Other. Then the judge will determine subtypes for the within each of the 11 judicial actions.

e. Kurt Synder agreed to give to Mr. Bercovitz for distribution to the committee members the Marion County, Colorado and Computer Associates codes for types and subtypes and sample formats for CCS entries. Committee members also agreed to bring in sample CCS entries from their courts in their case type areas.

6. Next meeting. The committee agreed to hold their next meeting in conjunction with lunch at the December 13 Judicial Conference in Indianapolis; and at the Judicial Center on the following dates: Friday, January 10, 2003; February 14, 2003; March 14, 2003; April 11, 2003; May 9, 2003; June 13, 2003; July 11, 2003; August 8, 2003 from 10:00 a.m. - 4:00 p.m. They also agreed to meet on Wed., September 10, 2003, from 10:00 a.m. - 12:00 noon in conjunction with the Judicial Conference, and again on October 10, 2003 and November 21, 2003 from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director
Juvenile and Family Law